

*A Report To the Legislature On*

# **Transient Accommodation Licensing**

**December 1996**



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## EXECUTIVE SUMMARY

- From the findings and analysis the Department of Health concluded that the self-survey as used in this pilot project was inadequate as a tool to assess health and safety violations in transient accommodation (TA) facilities. However, the self-survey process may have been a valuable tool in helping TA operators understand what kinds of health and safety issues were important to monitor on a regular basis in a TA facility.
- After discussing the pros and cons of the three licensing models the Department presented, the industry representatives voiced their unanimous support for Option 3, the three-year licensure and inspection program. They believed it to be a reasonable compromise for:

Assuring compliance with minimum standards;

Minimizing governmental interference with TA operators conducting their businesses; and

Only modestly increasing the license fees to the licensees.

- There was strong bilateral (department/industry) support for Option 3 which balances cost with public safety. Although licensing administrative costs would go down, license fees would actually have to be increased by around 50% due primarily to the increased frequency of on-site inspections. About 3.1 FTE would be needed which is an increase of 1.1 FTE over the allotment of the current self-survey program of 2.0. However, industry representatives seemed to feel this increase was probably tolerable, particularly if the Department would be willing to work on finding ways to increase its efforts in providing orientation, training, and technical assistance on health and safety issues to new license applicants and current licensees.

## **I. Background**

### ***What is a Transient Accommodation (TA)?***

WAC 246-360-010 (26) defines "transient accommodation" as "...any facility such as hotel, motel, condominium, resort , or place offering three or more lodging units to travelers and transient guests for periods of less than one month."

As of November 1, 1996, the Department had 1561 transient accommodations in active licensure status.

### **License Requirement:**

Anyone operating an establishment in the State of Washington meeting the "transient accommodation" definition must obtain an annual license from the State Department of Health (DOH). The purpose of licensure is to assure the visiting public that minimum standards for the health and safety are being met by the licensee.

Prior to implementation of Engrossed House Bill 2555 (see **Appendix 1**) in 1994, the Department conducted yearly on-site surveys in all licensed facilities in order to check compliance with minimum standards.

### **DOH Program Costs:**

This program has been totally supported by license fees for the last decade (see **Appendix 2**). In 1993 the cost of fully conducting the licensing program with annual on-site surveys of all facilities was about \$350,000 per year for 4.5 full-time equivalents (FTE).

The current program budget is \$ 165,000 per year to cover 2.0 FTE.

## II. Legislative Mandate

The 1994 Legislature passed Engrossed House Bill 2555 (see **Appendix 1**) in order to accomplish two main objectives.

- To streamline the administration of licensing transient accommodations while reducing the expense of the program, and
- To implement alternative survey (inspection) methods.

EHB 2555 specifically amended the TA licensing law, Chapter 70.62 (see **Appendix 3A**), as follows:

1. Allowed the Department to issue licenses for a full year from the date of issuance instead of from January 1 to December 31 of each year;
2. Required the Department to develop and use alternative survey methods which encourage self-inspection by the TA operators;
3. Required inspection of a TA prior to initial licensure and annual verification surveys for at least 10% of licensed TA's;
4. Required all TA license applicants to apply for a license at least 60 days before initiating business; and
5. Authorized the Department to assess civil fines in lieu of license suspension or revocation action.

The bill required the Department to report back to the Legislature the impact of these amendments on transient accommodations by December 1996.

Unless the 1997 Legislature takes specific action on the licensing law, the current version of RCW 70.62.250 (see **Appendix 3A**) will revert to the pre-1994 version of this section (see **Appendix 3B**) as of July 1, 1997. The effect of this change will remove provisions 2. and 3. above from the law. In summary the result of no legislative action will:

1. Eliminate the requirements for the Department to use alternative self-survey methods along with conducting verification surveys of 10% of all licensed facilities; but
2. Continue to give the Department the power, authority, and mandate to adopt rules (minimum standards), inspect TA facilities, employ staff, and enforce the rules.

### **III. Implementation of EHB 2555**

#### ***Streamlining of Licensing Process:***

1. By staggering the issuance of licenses over the full 12 months of the year, the Department has more equally distributed the workload for licensing administration staff. Staff now are able to spend more time to complete quality work and provide more personal service to the licensee customer and the consuming public. No longer do they have to rush the license processing for 1500 facilities over the last three months of the year, an extremely demanding and difficult task to accomplish;
2. After reducing the staff size by over 50%, the Department further pursued efficiencies of licensing administration. Examples are as follows:
  - a) Reducing a three-page application form, which had to be fully completed by the applicant, to a one-page information verification form which needed only the applicant's signature unless some information on the form needed correcting; and
  - b) Providing the applicant a pre-addressed envelope with the application to minimize the time and effort for the license applicant to return the application as well as to reduce mailing address errors; and
3. The Department reduced and simplified the license fee structure. Prior to 1995 there were nine fee categories, grouped by size (using numbers of units) ranging from \$102/yr. to \$800/yr. (see **Appendix 2**). After receiving input through a questionnaire to all licensed facilities, the Department compressed the fee categories to only three with reduced fees ranging from \$55/yr. to \$160/yr. (see **Appendix 2**).

#### ***Implementing Alternate Survey Methods:***

1. The Department developed, with the input and feed-back from the licensed facilities, a self-survey (self-inspection) program. Each licensee was sent a self-survey form (see **Appendix 4**) to be filled out and returned to the Department along with the license application. The Department required a completed and signed self-survey document from each licensee as a condition of licensure. If any applicant noted a rule violation during the self-survey, the applicant was required to provide a plan of correction with specific time for completion of the correction; and

2. To verify compliance with the self-survey program, the Department conducted on-site inspections of at least 10% of all licensed transient accommodations, i.e., a sample size of 157 TA facilities. For 1995 and the first half of 1996, the Department randomly chose the facilities to be surveyed. For the second half of 1996, facilities with the most significant histories of non-compliance (based on annual surveys of facilities done in 1993 and 1994) were chosen, i.e., targeted for on-site inspection.

#### **IV. Findings**

##### ***Length of time for license applicants to complete the self-survey was short.***

Through the use of a questionnaire, the Department received facility-reported times averaging 17 minutes to answer 55 questions designed to assess compliance with health and safety rules. Department-conducted on-site inspections, on the other hand, took between one and 1.5 hours to complete.

##### ***Department-conducted on-site surveys yielded the discovery of more critical and total deficiencies than did the self-surveys.***

The Department found statistically significant differences between these two inspection methodologies using the "analysis of variance". Department surveyors found a total 222 deficiencies, 3.6 times as many as the 61 reported on the self-surveys.

However, the Department was more concerned about the inadequate identification of critical issues, such as water quality, sewage disposal, safety hazards, infection control, and fire safety, by the self-inspection process. The health surveyors found a total of 75 critical violations where only three were reported by facilities through the self-survey process, a 25-fold difference.



## **V. Analysis of Findings and Conclusions**

From the findings it is obvious that the self-survey process did not work as intended by the Department. The following may be some reasons why the self-surveys did not more closely match the Department's surveys:

- ◆ Lack of health and safety knowledge and assessment skills of the TA operators;
- ◆ Insufficient training of TA operators on how to carry-out the self-survey process;
- ◆ Licensees may have conducted the self-surveys from their beliefs and assumptions rather than actual observations of existing conditions in their facilities;
- ◆ As licensees discovered violations, they may have immediately corrected the problems and, therefore, not have reported them on the self-survey form;
- ◆ In some cases, licensees may not have had a high enough level of proficiency in the English language to read, understand and fill-out the self-survey form; and
- ◆ Some TA operators may simply have been untruthful with their responses.

### **Self-Survey Process Conclusions**

From the findings and analysis the Department concluded that the self-survey as used in this pilot project was inadequate as a tool to assess health and safety violations in TA facilities. However, the self-survey process may have been a valuable tool in helping TA operators understand what kinds of health and safety issues were important to monitor on a regular basis in a TA facility.

## **VI. Development of Licensure Options**

As a result of the above findings and analysis, the Department developed three licensure options for discussion with industry representatives.

### ***Option 1:***

This option was characterized as the "default" option. If no action is taken by the 1997 Legislature, this option will automatically go into place. The current self-survey and 10% verification survey program would be eliminated, i.e., sunsetted. Annual licensure and the staggered issuance dates for the licensure period would remain in place. The Department would still have the ability to adopt rules, make inspections and investigations for compliance with the rules, employ staff to carry-out the provisions of the law, and enforce the provisions of the rules and the law.

Although annual licensure would be required, no inspection frequency would be specified. The Department in collaboration with the industry would need to develop an inspection frequency scheme consistent with the current limited resources allotted in the Department's budget. Inspections would likely be limited to initial licensure inspections, complaint investigations, and some special follow-up inspections. No regular relicensure inspections of TA facilities would be possible.

### ***Option 2:***

This option would be to continue the current licensing system, i.e., annual licensure with the self-inspection program and Department-conducted verification surveys of at least 10% of all licensed TA facilities. This process is described in detail under "Implementing Alternate Survey Methods" earlier in this report.

The self-survey process would have to be significantly revised to better evaluate health and safety issues in TA facilities. However, the shortcomings of such a system may never be fully corrected. TA facilities would be surveyed on-site by the Department no more frequently than once every ten years using this methodology.

### ***Option 3:***

This option is simply a three-year licensure and inspection program. It would require a TA to reapply once every three years after initial licensure. The Department would be required to relicense and inspect every TA facility at least once every three years. This option reduces the amount of time and administrative paperwork for both the TA licensee and the Department. The interruption of an on-site survey to a TA licensee would be only once every three years. License fees would have to be increased around 50%, however, to cover the slight increase in staff resources for the Department to implement this option. As noted earlier in this report, fees were compressed and significantly reduced in 1995, i.e., in some cases up to an 80% reduction (see **Appendix 2**), as a part of the implementation of the current licensure program, Option 2.

## **VII. Discussions with the TA Industry**

The Department invited representatives of all segments of the transient accommodation industry, which included the Washington State Hotel and Motel Association (WSHMA), bed and breakfast associations, resort, shelter, and hostel groups, to a meeting at SeaTac in August. The Department held the meeting on August 9, 1996 with representatives from WSHMA, bed and breakfast facilities and shelters attending. At the meeting the Department:

- Described the 1994 Legislation (EHB 2555);
- Explained the Department's implementation efforts regarding EHB 2555 and its experience with this new licensing system; and
- Proposed for discussion the three licensing model options noted above.

The industry representatives shared their experience with the new self-survey model and expressed the following concerns:

1. In general, TA facility operators were probably not adequately educated or trained to properly conduct the self-survey process implemented by the Department;
2. More orientation, training, and technical assistance should be provided to key facility staff, new operators or any operators seeking assistance. Such programs could not only be provided by the Department, but also the industry or joint industry/departments partnership;
3. On-site inspections conducted by the Department should be conducted more frequently than the current licensing model allows. As noted above under Option 2, completing on-site verification surveys of only 10% of all licensed facilities each year would take the Department ten years to visit every licensed facility once; and
4. The industry and the Department should explore the possibility of having the Department allow some inspections to be conducted by private accrediting organizations, which conduct health and safety assessments, to serve in lieu of the Department's inspections for licensure.

#### **Industry Supports Option 3**

After discussing the pros and cons of the three licensing models the Department presented, the industry representatives voiced their unanimous support for Option 3, the three-year licensure and inspection program. They believed it to be a reasonable compromise for:

- Assuring compliance with minimum standards;
- Minimizing governmental interference with TA operators conducting their businesses; and
- Only modestly increasing the license fees to the licensees.

## VIII. Conclusions and Recommendations

The Department agreed with industry representatives that Option 3, the three-year licensure and inspection program, was the preferred licensing model option of the three options considered. The reasons were as follows:

1. A professional health surveyor would conduct an on-site licensing inspection every three years to assure the public that compliance with minimum health and safety standards is being maintained. The current self-survey program was not as effective in providing this assurance as was the Department's on-site inspection program. Also, the ten-year duration between Department-conducted on-site surveys in TA facilities, as is being done under the current licensing model, could provide little assurance of compliance with health and safety hazards;
2. Both the Department and TA facilities would have their licensing administrative costs reduced. Application processing and payment of fees would need to be handled by the Department and the TA operators less frequently. TA businesses would need to fill out the license applications and pay license fees only once every three years. The Department would have to process licenses and receive fees for each facility but once every three years; and
3. More frequent inspection programs were considered too costly for TA facilities to fully support through licensing fees and too difficult for the Department to obtain budget allotment support from the Executive and Legislative branches of government. Yearly inspection was voted out in 1994 with the passage of EHB 2555. The only other viable option requiring more frequent inspections than once every three years would be a biennial plan. Though not out of the question, the industry was concerned about the expense of this option to the TA businesses.

There was strong bilateral (department/industry) support for Option 3 which balances cost with public safety. Although licensing administrative costs would go down, license fees would actually have to be increased by around 50% due primarily to the increased frequency of on-site inspections. About 3.1 FTE would be needed which is an increase of 1.1 FTE over the allotment of the current self-survey program of 2.0. However, industry representatives seemed to feel this increase was probably tolerable particularly if the Department would be willing to work on finding ways to increase its efforts in providing orientation, training, and technical assistance on health and safety issues to new license applicants and current licensees.

## **Acknowledgments:**

The implementation of EHB 2555 passed in the 1994 Legislative Session and the writing of this report was completed by the Accommodation Licensing And Support Services (ALASS) Unit, Facilities and Services Licensing, Health Systems Quality Assurance, Department of Health.

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### **Special Thanks**

Dan Sloan, President of Quality Health Systems of America, is acknowledged for his invaluable contribution to training staff in Continuous Quality Improvement and his assistance with the data analysis in this report.

# *Appendices*

# APPENDIX 1

## CERTIFICATION OF ENROLLMENT

### ENGROSSED HOUSE BILL 2555

Chapter 250, Laws of 1994

53rd Legislature  
1994 Regular Session

## TRANSIENT ACCOMMODATIONS LICENSING AND INSPECTIONS

EFFECTIVE DATE: 6/9/94

Passed by the House March 7, 1994  
Yeas 95 Nays 0

BRIAN EBERSOLE

Speaker of the  
House of Representatives

Passed by the Senate March 4, 1994  
Yeas 48 Nays 0

JOEL PRITCHARD

President of the Senate

Approved April 1, 1994

MIKE LOWRY

Governor of the State of Washington

## CERTIFICATE

I, Marilyn Showalter, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **ENGROSSED HOUSE BILL 2555** as passed by the House of Representatives and the Senate on the dates hereon set forth.

MARILYN SHOWALTER

Chief Clerk

FILED  
April 1, 1994 - 11:12 a.m.

Secretary of State  
State of Washington



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ENGROSSED HOUSE BILL 2555

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AS AMENDED BY THE SENATE

Passed Legislature - 1994 Regular Session

State of Washington                      53rd Legislature                      1994 Regular Session

By Representative Heavey; by request of Department of Health

Read first time 01/17/94. Referred to Committee on Commerce & Labor.

1        AN ACT Relating to transient accommodations licensing and  
2 inspections; amending RCW 70.62.200, 70.62.220, 70.62.240, 70.62.250,  
3 70.62.260, 70.62.270, and 70.62.290; creating a new section; repealing  
4 RCW 70.62.230; and prescribing penalties.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6        **Sec. 1.** RCW 70.62.200 and 1971 ex.s. c 239 s 1 are each amended to  
7 read as follows:

8        The purpose of this chapter is to provide for the development,  
9 establishment, and enforcement of standards for the maintenance and  
10 operation of ((~~hotels and motels~~)) transient accommodations through a  
11 licensing program to promote the protection of the health and  
12 ((~~welfare~~)) safety of individuals using such accommodations in this  
13 state.

14        **Sec. 2.** RCW 70.62.220 and 1987 c 75 s 9 are each amended to read  
15 as follows:

16        The person operating a transient accommodation as defined in this  
17 chapter shall secure each year an annual operating license and shall  
18 pay a fee ((~~therefor~~)) to cover the cost of licensure and enforcement

1 activities as established by the department under RCW (~~((43.20B.110))~~)  
2 43.70.110 and 43.70.250. The (~~((annual))~~) initial licensure period shall  
3 run (~~((from January 1st through December 31st of each year))~~) for one  
4 year from the date of issuance, and the license shall be renewed  
5 annually on that date. The license fee shall be paid to the department  
6 (~~((prior to the time the license is issued and such))~~). The license  
7 shall be conspicuously displayed in the lobby or office of the facility  
8 for which it is issued.

9 **Sec. 3.** RCW 70.62.240 and 1971 ex.s. c 239 s 5 are each amended to  
10 read as follows:

11 The board shall (~~((promulgate))~~) adopt such rules (~~((and regulations,~~  
12 ~~to be effective no sooner than February 1, 1972,))~~) as may be necessary  
13 to assure that each transient accommodation will be operated and  
14 maintained in a manner consistent with the health and (~~((welfare))~~)  
15 safety of the members of the public using such facilities. Such rules  
16 (~~((and regulations))~~) shall provide for adequate light, heat,  
17 ventilation, cleanliness, and sanitation and shall include provisions  
18 to assure adequate maintenance. All rules (~~((and regulations))~~) and  
19 amendments thereto shall be adopted in conformance with the provisions  
20 of chapter 34.05 RCW.

21 **Sec. 4.** RCW 70.62.250 and 1971 ex.s. c 239 s 6 are each amended to  
22 read as follows:

23 The department is hereby granted and shall have and exercise, in  
24 addition to the powers herein granted, all the powers necessary and  
25 appropriate to carry out and execute the purposes of this chapter,  
26 including but not limited to the power:

27 (1) To develop such rules (~~((and regulations))~~) for proposed adoption  
28 by the board as may be necessary to implement the purposes of this  
29 chapter;

30 (2) To enter and inspect any transient accommodation at any  
31 reasonable time (~~((any transient accommodation and))~~);

32 (a) Prior to initial licensure;

33 (b) To conduct annual verification surveys of at least ten percent  
34 of licensed facilities; and

35 (c) To make such investigations as are reasonably necessary to  
36 carry out the provisions of this chapter and any rules (~~((and~~  
37 ~~regulations promulgated thereunder))~~) adopted under this chapter:

1 PROVIDED, That no room or suite shall be entered for inspection unless  
2 said room or suite is not occupied by any patron or guest of the  
3 transient accommodation at the time of entry;

4 (3) To develop and use alternative survey methods which encourage  
5 the person operating a transient accommodation to self-inspect and  
6 thereby comply with this chapter and rules adopted under this chapter;

7 (4) To perform such other duties and employ such personnel as may  
8 be necessary to carry out the provisions of this chapter; and

9 ~~((4))~~ (5) To administer and enforce the provisions of this  
10 chapter and the rules ~~((and regulations promulgated thereunder))~~  
11 adopted under this chapter by the board.

12 NEW SECTION. **Sec. 5.** The 1994 amendments to RCW 70.62.250,  
13 section 4, chapter . . . , Laws of 1994 (this act), expire on June 30,  
14 1997, unless specifically extended by the legislature by an act of law.  
15 The department of health shall report to the legislature by December 1,  
16 1996, on the impact of these amendments on transient accommodation  
17 licensees in the state of Washington.

18 **Sec. 6.** RCW 70.62.260 and 1971 ex.s. c 239 s 7 are each amended to  
19 read as follows:

20 No person shall operate a transient accommodation as defined in  
21 this chapter without having a valid license issued by the department.  
22 Applications for ~~((a license to operate))~~ a transient accommodation  
23 license shall be filed with the department ~~((prior to July 1, 1971, and~~  
24 ~~one half of the annual license fee shall be included with the~~  
25 ~~application))~~ sixty days or more before initiating business as a  
26 transient accommodation. All licenses issued under the provisions of  
27 this chapter shall expire ~~((on the first day of January next~~  
28 ~~succeeding))~~ one year from the effective date ~~((of issue))~~. All  
29 applications for renewal of licenses shall be made ~~((not later than))~~  
30 thirty days or more prior to the date of expiration of the license.  
31 Each license shall be issued only for the premises and persons named in  
32 the application.

33 **Sec. 7.** RCW 70.62.270 and 1971 ex.s. c 239 s 8 are each amended to  
34 read as follows:

35 (1) Licenses issued under this chapter may be suspended or revoked  
36 upon the failure or refusal of the person operating a transient

1 accommodation to comply with the provisions of this chapter, or of any  
2 rules (~~((and regulations))~~) adopted under this chapter by the board  
3 (~~((hereunder))~~). All such proceedings shall be governed by the  
4 provisions of chapter 34.05 RCW.

5 (2) In lieu of or in addition to license suspension or revocation,  
6 the department may assess a civil fine in accordance with RCW  
7 43.70.095.

8 **Sec. 8.** RCW 70.62.290 and 1986 c 266 s 95 are each amended to read  
9 as follows:

10 Rules (~~((and regulations))~~) establishing fire and life safety  
11 requirements, not inconsistent with the provisions of this chapter,  
12 shall continue to be (~~((promulgated and enforced))~~) adopted by the  
13 director of community, trade, and economic development, through the  
14 director of fire protection.

15 NEW SECTION. **Sec. 9.** RCW 70.62.230 and 1987 c 75 s 10, 1982 c 201  
16 s 11, & 1971 ex.s. c 239 s 4 are each repealed.

Passed the House March 7, 1994.

Passed the Senate March 4, 1994.

Approved by the Governor April 1, 1994.

Filed in Office of Secretary of State April 1, 1994.

## Appendix 2

### License fees for 1994

Number of Lodging Units	License fee
3-14	\$102
5-10	\$118
11-24	\$140
25-49	\$243
50-74	\$330
75-99	\$440
100-199	\$560
200-399	\$690
Over 400	\$800

### License fees for 1995 and 1996

Number of Lodging Units	License Fee
3-10	\$55
11-49	\$110
50 over	\$160

## APPENDIX 3A

### **RCW 70.62.250 Powers and duties of department. (Contingent expiration date.)**

The department is hereby granted and shall have and exercise, in addition to the powers herein granted, all the powers necessary and appropriate to carry out and execute the purposes of this chapter, including but not limited to the power:

- (1) To develop such rules for proposed adoption by the board as may be necessary to implement the purposes of this chapter;
- (2) To enter and inspect any transient accommodation at any reasonable time:
  - (a) Prior to initial licensure;
  - (b) To conduct annual verification surveys of at least ten percent of licensed facilities; and
  - (c) To make such investigations as are reasonably necessary to carry out the provisions of this chapter and any rules adopted under this chapter: PROVIDED, That no room or suite shall be entered for inspection unless said room or suite is not occupied by any patron or guest of the transient accommodation at the time of entry;
- (3) To develop and use alternative survey methods which encourage the person operating a transient accommodation to self-inspect and thereby comply with this chapter and rules adopted under this chapter;
- (4) To perform such other duties and employ such personnel as may be necessary to carry out the provisions of this chapter; and
- (5) To administer and enforce the provisions of this chapter and the rules adopted under this chapter by the board.

[1994 c 250 § 4; 1971 ex.s. c 239 § 6.]

## APPENDIX 3B

Contingent expiration date--1994 c 250 § 4: "The 1994 amendments to RCW 70.62.250 section 4, chapter 250, Laws of 1994, expire on June 30, 1997, unless specifically extended by the legislature by an act of law. The department of health shall report to the legislature by December 1, 1996, on the impact of these amendments on transient accommodation licensees in the state of Washington." [1994 c 250 § 5.]

### **RCW 70.62.250 Powers and duties of department. (Contingent effective date.)**

The department is hereby granted and shall have and exercise, in addition to the powers herein granted, all the powers necessary and appropriate to carry out and execute the purposes of this chapter, including but not limited to the power:

- (1) To develop such rules and regulations for proposed adoption by the board as may be necessary to implement the purposes of this chapter;
- (2) To enter and inspect at any reasonable time any transient accommodation and to make such investigations as are reasonably necessary to carry out the provisions of this chapter and any rules and regulations promulgated thereunder: PROVIDED, That no room or suite shall be entered for inspection unless said room or suite is not occupied by any patron or guest of the transient accommodation at the time of entry;
- (3) To perform such other duties and employ such personnel as may be necessary to carry out the provisions of this chapter; and
- (4) To administer and enforce the provisions of this chapter and the rules and regulations promulgated thereunder by the board.

[1971 ex.s. c 239 § 6.]

**APPENDIX 4**
**TRANSIENT ACCOMMODATION SELF-INSPECTION FORM**

FACILITY

NAME \_\_\_\_\_

PHYSICAL

ADDRESS \_\_\_\_\_

Check Type of Transient Accommodation (TA):
☐ Hotel    ☐ Motel    ☐ Bed & Breakfast

☐ Inn    ☐ Hostel    ☐ Apartments

☐ Retreat    ☐ Resort    ☐ Rustic Resort

☐ Condominiums    ☐ Crisis Shelter

☐ Other \_\_\_\_\_

**INSTRUCTIONS:** A completed self-inspection form is required for a Transient Accommodation license.

1. If a question does not apply to your business, put a check √ in the "N/A" column.

2. If the answer is "yes," put a √ in the yes column.

3. If the answer is "no," put a √ in the no column and:

- Describe how you will correct the problem in the next column; and
- Write the date by which the correction will be complete in the last column.

4. Attach additional pages if necessary to explain corrections and/or make comments.

 5. Sign this form after completing self-inspection and return it with your application and fee in the enclosed envelope.

If you have any questions while completing this form, please call 1-800-771-1204 for assistance.

Items of Inspection	Y	N	N/A	How will you correct?	By what date?
<b>WAC 246-360-020 (LICENSE)</b>					
1. Is TA ownership and name the same as last year?					
2. Are number of TA units the same as last year?					
3. Do you have local approval for new construction?					
<b>WAC 246-360-030 (RESPONSIBILITIES)</b>					
4. Fire Requirements:					
a. Is there an operable smoke detector in each sleeping room and are detectors tested monthly?					
b. Are fire extinguishers tested annually?					
c. Is there a clear path to fire exits?					
d. Is current certification of fire alarm system(s) on site?					
e. Is current certification of fire sprinkler system(s) on site?					
5. Is the TA inspected annually by local fire department?					
6. Is your license posted where the public can view it?					
7. Do you have policies and procedures for personal hygiene that employees follow?					
<b>WAC 246-360-040 (WATER - TEMPERATURE)</b>					
8. Are you on an approved community water system? If not, please explain.					
9. Is water supply free of cross connections (Submerged inlets on ice machine drain pipes, water faucets, hose attachments, toilet tank filler, etc.)					
10. Is hot water at sinks/bathing fixtures 110-130° F?					

Items of Inspection	Y	N	N/A	How will you correct?	By what date?
11. Is water unsafe for domestic use labeled "Do Not Drink" at the outlet?					
<b>WAC 246-360-050 (SEWAGE)</b>					
12. Are you on a municipal sewer system? If not, explain.					
13. Is property free of surface waste water?					
<b>WAC 246-360-060 (HOT TUBS, POOLS, etc.)</b>					
14. Does the local county health department inspect your hot tub and/or pool?					
15. Is water in pipes behind spa-type bath tubs disinfected between guests?					
<b>WAC 246-360-070 (REFUSE &amp; SOLID WASTE)</b>					
16. Is there a leak-proof refuse container in each unit?					
17. Is the area around your facility clean and sanitary?					
18. Is refuse removed from units after each occupancy and handled in a clean, safe and sanitary manner?					
<b>WAC 246-360-080 (CONSTRUCTION)</b>					
19. Are buildings structurally sound?					
a. Are buildings and fixtures in good repair?					
b. Are all areas kept clean?					
c. Are wall, floor and ceiling surfaces easily cleanable?					
d. Are carpets and floors, especially under beds, cleaned/vacuumed between guests?					
e. Are phone receivers cleaned between guests?					
f. Are bath fixtures and the floors in bathrooms sanitized between guests?					
g. Are bathing facilities caulked and free of mold and mildew?					
h. Are bathroom/toilet room vents cleaned?					
20. Is the TA free from insects, rodents, pests?					
<b>WAC 246-360-090 (LODGING UNITS)</b>					
21. Is there 50 square foot floor area per guest?					
22. Is there space to move easily between beds, etc.?					
<b>WAC 246-360-100 (BATHS, TOILETS, SINKS)</b>					
23. Is there at least one bathing facility, toilet and sink for every 15 guests in facilities with common use toilet/bathrooms?					
24. Is there privacy for toileting and bathing in common use facilities?					
25. Are there single use towels or drying devices by common use sinks?					
26. Are fixtures and drains safe and working properly and are sink drain stems cleaned frequently?					
27. Is there a place to wash hands in or adjacent to each toilet room?					
28. Is there toilet tissue by each toilet?					



Items of Inspection	Y	N	N/A	How will you correct?	By what date?
29. Is there soap by handwash/bath fixtures? (Not required for rustic resorts)					
30. Are clean towels, washcloths, floor mats provided upon guest arrival and changed at least twice a week for continuing guests? (Not required for rustic resorts)					
31. Is clean linen stored off the floor?					
<b>WAC 246-360-110 (LODGING UNIT KITCHENS) &amp; 160 (FOOD/BEVERAGE SERVICE)</b>					
32. Do staff who prepare or serve food have a current food service worker permit?					
33. Is food stored off floor and away from toxics?					
34. Do kitchens/food preparation areas have:					
a. Cleanable floors and walls?					
b. A sink other than the handwash sink with running hot and cold water?					
c. Clean kitchen fan filters?					
d. Cleanable food storage and preparation areas?					
e. Leak proof waste food containers?					
35. Do refrigerator(s):					
a. Maintain temperature(s) at 45° or less?					
b. Get cleaned/sanitized between guests or at least weekly?					
c. Have clean refrigeration coils?					
36. Are the food preparation areas cleaned/sanitized between guests?					
37. Are utensils, dishes and glasses washed in a dishwasher or by 3-compartment sink method between guests?					
<b>WAC 246-360-120 (HEATING &amp; COOLING)</b>					
38. Is there a safe means of heating the units to 65+° F?					
39. If provided - is the heating/cooling system safe and are vents and filters cleaned frequently?					
<b>WAC 246-360-130 &amp; 140 (LIGHTING AND VENTILATION)</b>					
40. Is there adequate light for safety & maintenance?					
41. Is there required ventilation (natural or mechanical) in units/kitchens/baths/toilet rooms/laundry?					
<b>WAC 246-360-150 (BEDS/BEDDING) &amp; 140 (WATER TEMPERATURE)</b>					
42. Are beds, mattresses, pads, pillows, bedding and linens clean, sanitary and in good repair?					
43. Is bedding changed between guest occupancies and at least twice a week for continuing guests?					
44. Are blankets, spreads, etc. kept off the floor while beds are changed?					
45. Do sleeping units have beds, mattresses, mattress pads, bedding, etc. that are clean and safe?					
46. Is laundry done with hot water of 130° + F OR at least 110° + F with disinfectants and/or multiple cycle machine(s)?					

WAC 246-360-160 (FOOD/BEVERAGE SERVICES)					
47. Are ice buckets sanitized at a central location or are disposable liners provided?					
48. Are single use items (e.g. plastic glasses, etc.) replaced between occupancies?					
49. Are reusable food service items:					
a. Cleaned and sanitized?					
b. In good condition?					
c. Handled and stored properly?					
50. Are ice machines:					
a. Cleaned on the outside and coils kept clean?					
b. Cleaned and sanitized inside at least twice a year?					
c. Self dispensing - no common bins accessible to guests?					
51. Are drinking fountains kept clean with adequate water pressure?					
WAC 246-360-170 (TRAILERS/MOBILE HOMES)					
52. If provided, do trailers/mobile homes meet L&I standards?					
53. Do these units have approved water/sewage/electrical utilities connections?					
WAC 246-360-180 (LAUNDRY)					
54. Is soiled and clean laundry kept separate during storage and transport?					

WAC 246-360-200 (HAZARDS)					
55. Are containers with chemicals labeled with exact contents?					
56. Are chemicals stored and used correctly?					
57. Is a secure hand rail present, where needed?					
58. Are gas/oil space and water heaters vented outdoors?					
59. Is pressure relief valve on hot water tank pointed toward the wall and/or floor?					
60. Is facility free of physical hazards such as uneven surfaces, damaged equipment or furnishings?					
61. Is there adequate exterior lighting?					
62. Are crib mattresses, sheets and covers in good repair so pieces cannot be removed by children?					
63. Have you had unusual circumstances in any TA units during the past year; e.g. methamphetamine labs fire, floods? If so, please explain.					

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Licensee/Manager

\_\_\_\_\_  
Date

**The Department will periodically conduct on-site inspections to validate the accuracy of self-inspections.**